

Operator Training Course Requirements

The Kansas State training course for operators was revised by the Kansas Department for Aging and Disability Services/Health Occupations Credentialing in 2009 with the help of the following revision committee members:

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1. Sponsors must be one of the following:

- long-term care provider organization
- community college
- area vocational-technical school
- postsecondary school under the jurisdiction of the Kansas Board of Regents

2. Instructors must:

- be a registered professional nurse, or
- hold a bachelor's degree

AND -

have a minimum of two years professional experience in long-term care and/or as an instructor of long-term care issues.

3. The following requirements must be agreed to in writing:

- The course will include all of the content found on the approved operator course outline.
- Each student will be provided printed materials related to the operation of a licensed adult care home facility including at least the following:
 - a. Pertinent statutes and regulations (www.kdads.ks.gov ; App. C)
 - Kansas Statutes and Regulations for the Licensure and Operation of Assisted Living and Residential Health Care
 - Kansas Statutes and Regulations for the Licensure and Operation of Adult Day Care
 - Kansas Statutes and Regulations for the Licensure and Operation of Home Plus
 - Particular attention should be given to:

- K.S.A 39-923 and K.S.A. 39-970
 - K.A.R. 26-39-100 through K.A.R. 26-39-105
 - b. Functional Capacity Screen form and manual at www.agingkansas.org
 - c. Nutrition and Your Health: Dietary Guidelines for Americans, published by the US Department of Agriculture and US Department of Health and Human Services, available at www.health.gov
 - d. Example of a Negotiated Service Plan and Amended Service Plan
- The course will be at least 45 hours.
 - The sponsor will:
 - a. notify the department in writing at least one week in advance of any operator course, and include course dates, times and locations of any operator training course being held (use Course Notification Form in Appendix B); attach a list of instructors.
 - b. require that each presenter cover the material from the relevant regulation(s).
 - c. request each presenter's notes or outlines at least seven days prior to the course, to assure the content covers the topic specified; keep on file.
 - d. notify the department of any change from the approved sponsorship application, including adding or removing instructors and any change in date or location for each course.
 - The sponsor will also:
 - a. administer and score the test according to the conditions described in "Section 4. Test."
 - b. provide within three weeks of the course end date a certificate of completion to participants who complete the course and pass the test. The certificate must contain:
 - the statement that, "[Participant's name]" has completed a course approved by the secretary of health and environment on principles of assisted living in accordance with K.S.A. 39-923(a)(21), " and
 - the course approval number as assigned by the department.
 - c. inform the participants that the certificate is permanent evidence of completion of training and a copy must be sent to the licensure section of the Department on Aging each time they assume the responsibilities as an operator at a facility.
 - d. inform participants where they can obtain replacement certificates in the event a certificate is lost, destroyed, or stolen.

- e. maintain a record of certificates issued to participants who have successfully completed the course and passed the test.
- f. provide to the department within three weeks of the course end date a list of individuals who have successfully completed the course and passed the test. The list must contain the course approval number and the following information:
 - name
 - social security number
 - birth date
 - address

4. Test: Upon approval, the department will provide you with the approved state test forms. The test shall be administered to individuals after successful completion of the course. The individuals may have access to the regulations during the test. The individuals must score a minimum of 80 percent correct on the 50 questions to pass. Individuals who fail may retake the test one time, and must use an alternative test version. If the test is failed a second time, the course must be retaken.

- a. Test security is vital. In order to ensure that test content will not be compromised, the sponsor must agree to the following operator test security measures:
 - The sponsor secures the tests in a manner to ensure confidentiality.
 - The operator tests are released from this secured place only for the administration of the test.
 - The sponsor assures that the tests will not be reviewed except at test time by individuals taking the test.
 - Once the tests are scored, and a list of individuals who have successfully passed the test has been sent to the department, the tests are returned to a secure place.
- b. The sponsor will administer and score the test. If a student requests retaking the test, the sponsor may delegate administration of the test to a proctor in a different location. The sponsor must adhere to the following:
 - The test requirements as outlined in these guidelines will be followed.
 - The test will be returned to the sponsor to be scored.
 - Each time the test is proctored at another location, the sponsor will document the proctor and the location.